



UNITED STATES DISTRICT COURT

District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

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Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 23-ABQ/OPS-4

ANNOUNCEMENT DATE:	May 16, 2023
CLOSING DATE:	Until filled
POSITION:	Quality Assurance Clerk, Temporary <i>Multiple positions, Full-time or Part-time</i>
STARTING LEVEL/SALARY:	CL23/Step 1 to CL 23/Step 25 \$18.13 to \$22.67 per hour <i>Depending on Qualifications</i>
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

The District of New Mexico has multiple opportunities for qualified individuals to assist with a records conversion project. Quality Assurance Clerks primarily provide quality review of electronic case files that have been created by scanning physical files.

These are temporary positions that report to the Magistrate Judge Case Management Supervisor. Hours may be part-time or full-time, and appointments may last six months or one year, with the potential to be extended depending on the status of the conversion project.

When applying, indicate type and length of appointment you are seeking (full-time or part-time, six month or one year term). Multiple positions will be filled from this vacancy.

PRIMARY DUTIES

- ◆ Perform Quality Assurance procedures to ensure accuracy of records that have been converted from physical format (paper, microfiche, etc.) into electronic form for the purpose of entry into the court's electronic case management system (CM/ECF).
- ◆ Provide regular reporting and feedback on results of the audit to enable corrections as needed.
- ◆ Accurately scan and convert remaining physical records into electronic format.
- ◆ Other related duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

High school diploma or equivalent and two years of general experience as below.

General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Education above the high school level may be substituted for general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Ability to apply the court's policies, procedures, and guidelines related to records administration, including those related to electronically converting legal documents. Ability to learn court operations and relevant legal terminology. Ability to comply with regulations and procedures and to follow detailed instructions.
- ◆ Ability to work independently and interact effectively with a wide variety of people. Ability to meet deadlines and commitments. Ability to demonstrate sound ethics and judgment and comply with court confidentiality requirements and *Code of Conduct for Judiciary Employees*. Ability to communicate effectively (orally and in writing).
- ◆ Skill in keyboarding and automation (word processing and spreadsheet applications, case management system, etc.) sufficient to perform the duties of the job. Skill in the use of standard office equipment (copiers, printers, fax machines, etc.). Skill in or the ability to learn to use scanners and microfiche equipment.

BENEFITS

Temporary employees are eligible for many benefits, including paid holidays and sick leave. Other benefits, such as annual leave, health insurance and retirement, may be available depending on terms of appointment.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

APPLICATION PROCEDURE

Submit 1) a current **résumé** and 2) **letter of interest with availability and type of appointment desired** (full-time/part-time, 6 months/1 year) to usdcjobs@nmd.uscourts.gov.

PLEASE INCLUDE "QUALITY ASSURANCE CLERK" IN THE SUBJECT LINE

Only qualified applicants will be considered for this position and only those selected for an interview will be contacted. Initial interviews may be conducted remotely via phone or videoconference; travel for any in-person interviews will be at applicant's expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER